

APPENDIX A-3
FIRE SAFETY AND EVACUATION PLAN FORMAT
BUILDINGS WITH INTERIOR FIRE ALARM SYSTEMS

Guideline

Index of Items in the FSP for: *List full Building Address*

1. FSP Format for IFA - **Appendix A-3**
2. FSP IFA Evacuation Routes - **Appendix A-3 Table 1**
3. Building Information Card BIC - **Appendix B-2 for IFA**
4. Building Profile - **Appendix D for IFA**
5. Copy of the most recent: C of O or copy of valid T C O or copy of Schedule A
(*Include only the copy that applies*)
6. List all other attachments *chronologically*
7. One Compact Disc (CD)

Note:

Arrange sequence of items submitted with this plan in the same order as this Index.

APPENDIX A-3

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BUILDINGS WITH INTERIOR FIRE ALARM SYSTEMS

Guideline

*The Fire Safety and Evacuation Plan required by New York City Fire Code (FC) Section FC404.2.1 and Fire Department rule (R) 3 RCNY 404-01 shall include the text of and conform in all respects to this format. **Instructions, shown in italics, should not be included in the plan.***

The Fire Safety and Evacuation Plan may make reference at any point to additional accompanying attachments, tables and/or other supporting information or documentation, including the attachments and tables prescribed by the format for various Fire Safety and Evacuation Plan information.

A copy of the Fire Safety and Evacuation Plan and floor plans shall be kept at the fire command center (commonly referred to as the fire command station).

Questions regarding the format and submission of the Fire Safety and Evacuation Plan may be directed to the Emergency Planning and Preparedness Unit of the Bureau of Fire Prevention at Fire Department Headquarters.

1. Owner's Certification

I hereby certify that this Fire Safety and Evacuation Plan for: Enter Full Building Address is in compliance with the requirements of FC404.2.1 and R404-01. This Fire Safety and Evacuation Plan sets forth the circumstances and procedures for the evacuation of building occupants in response to a fire.

Owner's signature

Date

Print Name

"Owner" is defined in R404-01(b) as "the fee owner or lessee of the building, or other person or entity having charge thereof."

2. Building Information

2.1 Complete building address: _____

2.2 Building owner or managing agent's information

2.2.1 Name: _____
2.2.2 Mailing address: _____
2.2.3 Building Identification Number (BIN): _____
2.2.4 Telephone number(s): _____
2.2.5 Cellular telephone number(s): _____
2.2.6 Fax number(s): _____
2.2.7 E-mail address: _____
2.2.8 Contact Name: _____

2.3 Height of building, and number of stories above and below grade.
See attached BIC

2.4 Lawful use and occupancy
See attached copy of current Certificate of Occupancy for the building.

2.5 Signage

- 2.5.1 Elevator lobbies. Floor number signs, elevator bank designation signs, and floor diagram signs (showing the route of egress) have been provided at elevator lobbies in compliance with the requirements of the New York City Building Code.
Owner/Managing Agent certifies compliance.
- 2.5.2 Stairwells. Stairwell identification signs have been posted on the corridor sides of stairwell doors and floor number signs have been posted on the stairwell side of stairwell doors in compliance with the requirements of the New York City Building Code.
Owner/Managing Agent certifies compliance.

3. Fire Safety Staff Designations, Duties and Responsibilities

3.1 Fire drill conductor. Indicate that a person holding a certificate of fitness as fire drill conductor will conduct fire drills as required by FC405.2, and that such drills consistent with and reinforced the fire safety and evacuation instructions listed in Section 4 of this plan.

Name of person holding C of F: _____
C of F Number: _____ Exp. Date: _____
If contractor, provide name, address, contact name and phone number:

4. Fire Safety and Evacuation Instructions

4.1 Evacuation of Building in the Event of Fire

4.1.1 Any person discovering fire, smoke or other fire condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box.

4.1.2 Upon activation of the building's fire alarm system, all building occupants shall immediately evacuate of the building in accordance with this plan, if able to do so safely.

Indicate in Appendix A-3, Table 1, the evacuation route by which building occupants will be evacuated from the building.

4.1.3 The following factors shall be expeditiously determined and considered in whether and how to safely evacuate the building in the event of a fire in the building:

4.1.3.1 Location of the fire (floors and areas on floors).

4.1.3.2 Severity of the fire.

4.1.3.3 Floors affected by smoke conditions.

4.1.3.4 Stairwells affected by smoke conditions.

4.2 Use of Elevators. Elevators **shall not be used** to implement the fire safety and evacuation plan, except when authorized by firefighting personnel.

4.3 Procedures for identifying building occupants who require assistance, and the procedures for providing such assistance.

*State that a list of such occupants was be prepared and indicate the location on the premises at which it is maintained. Elevator(s) shall not be designated as a procedure for movement of such building occupants. If necessary, attach a statement with the heading "**Procedures for Identifying Building Occupants who Require Assistance**" and indicate if it is attached.*

5. Building Maintenance Program

The fire safety and evacuation plan shall indicate the type of system, maintenance required, and personnel responsible for inspecting, testing and otherwise overseeing the maintenance of the following fire protection systems and the other equipment and operations affecting building fire safety (mark "N/A" if the building is not provided with such a system):

5.1 Sprinkler/Standpipe Systems

5.1.1 Maintenance required for **Sprinkler System** shall Comply with FC901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of sprinkler system pressure tanks and periodic testing of fire department connections).

5.1.2 Responsible personnel must possess FDNY issued Citywide S-12 Certificate of Fitness or a Premise related FDNY F-96, F-97, F-98 or F-99 C of F (F96-F97-F98 & F98 C of F valid through 12/31/11 at that time only the S-12 will be accepted).

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

5.1.3 Maintenance required for **Standpipe System** shall Comply with FC901.6 (referencing National Fire Protection Association Standard 25), and 3 RCNY Chapter 9 (including maintenance of standpipe system pressure reducing devices, and periodic testing of fire department connections).

5.1.4 Responsible Personnel must possess an FDNY issued premise related F96, F97, F98 or F99 Certificate of Fitness (valid through 12/31/11). As of 1/1/12 A Certificate of Fitness (# to be determined) will be required. For testing purposes the Certificate of Fitness (# to be determined) must be held by a Master Fire Suppression Contractor &/OR a Master Plumber. Standpipe Systems that are multi-zoned will require the Certificate of Fitness (# to be determined) to be premise related.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

5.2 Fire Alarm Systems

5.2.1. Maintenance required. Comply with FC901.6 (referencing National Fire Protection Association Standard 72), and 3 RCNY Chapter 9 (including fire alarm recordkeeping and smoke detector maintenance, testing and recordkeeping).

5.2.2 Smoke detector maintenance: Responsible personnel must possess all of the following :

- a. Company Certification Number issued by The FDNY.

- b. Authorization from Fire Alarm System manufacturer stating that they are authorized to service fire alarm system **OR** responsible personnel must be trained to NICET Level II.
- c. W26 Citywide Certificate of Fitness. The F57 Certificate of Fitness (premise related) will be acceptable until 1/1/13, at that time it will be no longer be valid.

5.2.3 Fire Alarm Systems; Responsible Personnel must have:

- a. Authorization from Fire Alarm System manufacturer stating that they are authorized to service the fire alarm system **OR** responsible personnel must be trained to NICET Level II, in order to perform any service or test.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

5.3 Commercial Cooking Equipment Systems

5.3.1 Maintenance required. Comply with FC904.11.

5.3.2 Responsible personnel must possess an F64 Certificate of Fitness (premise related) OR a W64 if Certificate of Fitness is Citywide. If Certificate of Fitness is W64, responsible personnel must possess Company Certification Number issued by The FDNY.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

5.4 Decorations/ Draperies and Curtains in Public Areas

5.4.1 Maintenance required. Comply with FC805 and 3 RCNY 805-01 (flame-resistant decorations).

5.4.2 Responsible personnel must possess an C15 Certificate of Fitness.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

5.5 Portable fire extinguishers

5.5.1 Maintenance required. Comply with FC906 (referencing National Fire Protection Association Standard 10).

- 5.5.2 Responsible personnel must have Company Certification Number issued by The FDNY along with a W96 Certificate of Fitness for annual servicing.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

5.6 Emergency power systems

- 5.6.1 Maintenance required. Comply with FC 604.3 and 604.4 (referencing National Fire Protection Association Standards 110 and 111).

- 5.6.2 Responsible personnel- S-95 Certificate holder, building owner or designated representative.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

5.7 Phase I and Phase II elevator operations

- 5.7.1 Maintenance required. Comply with FC607.5

- 5.7.2 Responsible personnel- building owner or designated representative.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

5.8 Smoke control systems

- 5.8.1 Maintenance required. Comply with FC909.1.

- 5.8.2 Responsible personnel- building owner or designated representative.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

5.9 Means of egress

- 5.9.1 Maintenance required. Comply with FC 1027.3 and 1027.4.

- 5.9.2 Responsible personnel- building owner or designated representative.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

5.10 Hot work operations

5.10.1 Maintenance required. Comply with FC Chapter 26 and 3 RCNY 2605-01 (use of a flammable gas in citywide hot work operations).

5.10.2 Responsible personnel- building owner or designated representative.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

5.11 Accumulation of rubbish and combustible waste

5.11.1 Maintenance required. Comply with FC304.

5.11.2 Responsible personnel- building owner or designated representative.

The above requirements have been met and are available on-site at all times for review by FDNY Personnel. Mark appropriate response: YES ☐ NO ☐ N/A ☐

6. Floor Plans. Annexed to this plan are floor plans complying with the requirements of R404-01(d)(7).

Evacuation routes are required to be depicted on such plans and shall be shown with the permanent partitions which create the corridors. Corridors, exit access, fire barriers and areas of refuge required to be depicted on such plans shall be defined as set forth in Sections 702 and 1002 of the 2008 Building Code.

7. Sprinkler and Standpipe System Riser Diagram. Annexed to this Fire Safety and Evacuation Plan is a single sprinkler and standpipe system riser diagram complying with the requirements of R404-01(d)(7)(C).

Symbols used on the riser diagram shall conform to industry standards, and shall be listed on a legend table indicating their meaning. All floors of the building, including floors below grade, shall be shown on the diagram, except floors that are substantially similar need not be individually shown but may be identified on the riser diagram as typical.

8. Building Information Card. Annexed to this Fire Safety and Evacuation Plan, as Appendix B-1 for IFA, is the Building Information Card complying with the requirements of R404-01(k)(1)(A).

The Building Information Card (BIC) must conform to the format of Appendix B-1.

9. Building Profile. Annexed to this Fire Safety and Evacuation Plan, as Appendix D, is the Building Profile complying with the requirements of R404-01(o)(1).

The Building Profile must conform to the format of Appendix D. Provide all of the information requested, without reference to other sections of the plan, even if the information requested is duplicative.